

## **STEPS TO CREATING A DIVERSITY, EQUITY & INCLUSION COMMITTEE**

A diversity, equity and inclusion committee is a task force of diverse staff members who are responsible for helping bring about the cultural, and possibly ethical, changes necessary for your business. Developing a Diversity, Equity and Inclusion Committee can help business create a more diverse and inclusive environment. Here are some steps to assist you in starting and growing successful DEI committees at your organization

- 1) Prepare and compile data: Start by assessing your workforce by capturing employee demographic information and comparing this to the labour market. This will help you understand the diversity of your employees and the equity of your internal practices and identify areas of concerns or trends. Examples of demographic information to collect are age, gender identity or expression, ethnicity or national origin, language etc.
- 2) Identify committee members: Invite employees from across the organization to join. The committee benefits from diverse viewpoints and opinion; additionally including a committee
- 3) Define goals or areas of concern: After selecting committee members, use the data collected around DEI trends and concerns to form committee goals and objectives. Committee members may also conduct focus groups, engage in informal discussions with other employees or conduct surveys to understand how employees feel about the company culture and environment
- 4) Address policies affecting diversity: After clarifying goals and objectives, determine which, if any policies need to be modified or eliminated. Some policies to assess are; benefits, employee referral programs, employee resources groups, or company events
- 5) Implement and communicate initiatives: After identifying areas for policy change,
- 6) Find an ally or support system with decision-making power: Identify key allies in departments with decision making power that can provide the support to implement changes throughout the organization. For example, if policy changes need to be made in procuring consultants than connection must be made with someone in that department